Managers' Internal Control Program (MICP) Computer-Based Training (CBT) Course and Access Instructions

As of 14 February 2013

MICP Computer-Based Training Courses

- **The Army MICP - Internal Control Administrator (ICA) Course**
  - Becoming An Internal Control Administrator (ICA)
  - GAO Standards for Internal Controls in the Federal Government
  - Internal Control Process
  - Internal Control Evaluations
  - Preparing Your Annual Statement of Assurance Cover Memorandum
  - TAB A - How the Assessment was Conducted
  - The Material Weakness Process
  - Internal Controls in Army Regulations

- **The Army MICP - Senior Responsible Official (SRO) Course**
  - GAO Standards for Internal Controls in the Federal Government
  - MICP Process
- **The Army MICP - Assessable Unit Manager (AUM) Course**
  - GAO Standards for Internal Controls in the Federal Government
  - MICP Process
  - Internal Control Evaluations

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- **The Army MICP – Managers Course**
  - GAO Standards for Internal Controls in the Federal Government
  - MICP Process
  - The Material Weakness Process
- **The Army MICP - Personnel Conducting Evaluations Course**
  - MICP Process
  - Internal Control Evaluations
  - The Material Weakness Process
- **The Army MICP - Internal Controls in Army Regulations Course**
  - GAO Standards for Internal Controls in the Federal Government
  - MICP Process
  - Internal Controls in Army Regulations

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- All modules will require students to complete an exam (70% pass/fail). Upon successful completion of each module, the student will receive a generated certificate of completion.

- Future enhancements will include voice narration, review questions, graphics, etc.

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- The MICP CBT courses reside within AKO in the Army Learning Management System (ALMS). Access is available from:

  - AKO: https://www.us.army.mil/suite/page/681663

  - ASA(FM&C) website: Instructions for accessing the training can be found at:
    http://asafm.army.mil/offices/FO/IntControl.aspx?OfficeCode=1500

- The following slides provide detailed instructions for accessing and registering for the MICP CBT courses.

Accessing the MICP Computer-Based Training Courses from AKO

MICP Computer-Based Training Courses

Step 1: Login to Army Knowledge Online (https://www.us.army.mil/)

Army Knowledge Online - Windows Internet Explorer

https://akologin.us.army.mil/suite/login/fcc/akologin.fcc?TYPE=33554433&REALMOID=06-15a8dc4d-24d1-1002-b3c9-849d4d880000&GUID=&SMAUTHREASON=0&METHOD

File Edit View Favorites Tools Help

Army Knowledge Online

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE FOUO DKO DEFENSE KNOWLEDGE ONLINE FOUO

A sniper team with 2nd Battalion, 23rd Infantry Regiment from Joint Base Lewis McChord, Wash., scans the area outside of a leaders' shura from a rooftop in Afghanistan Jan. 30. Photo by Staff Sgt. Shane Hamann, 102nd Mobile Public Affairs Detachment. (Photo by U.S. Army)

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute co... PM, LE or CI investigative searching or monitoring of the content of pri... communications, or work product, related to personal re... ...tation or services by attorneys, psychotherapists, or clergy, and their a... ...s. Such communications and work product are private and c... ...ential. See User Agreement for details.

I Accept

Done Trusted sites | Protected Mode: Off 100%

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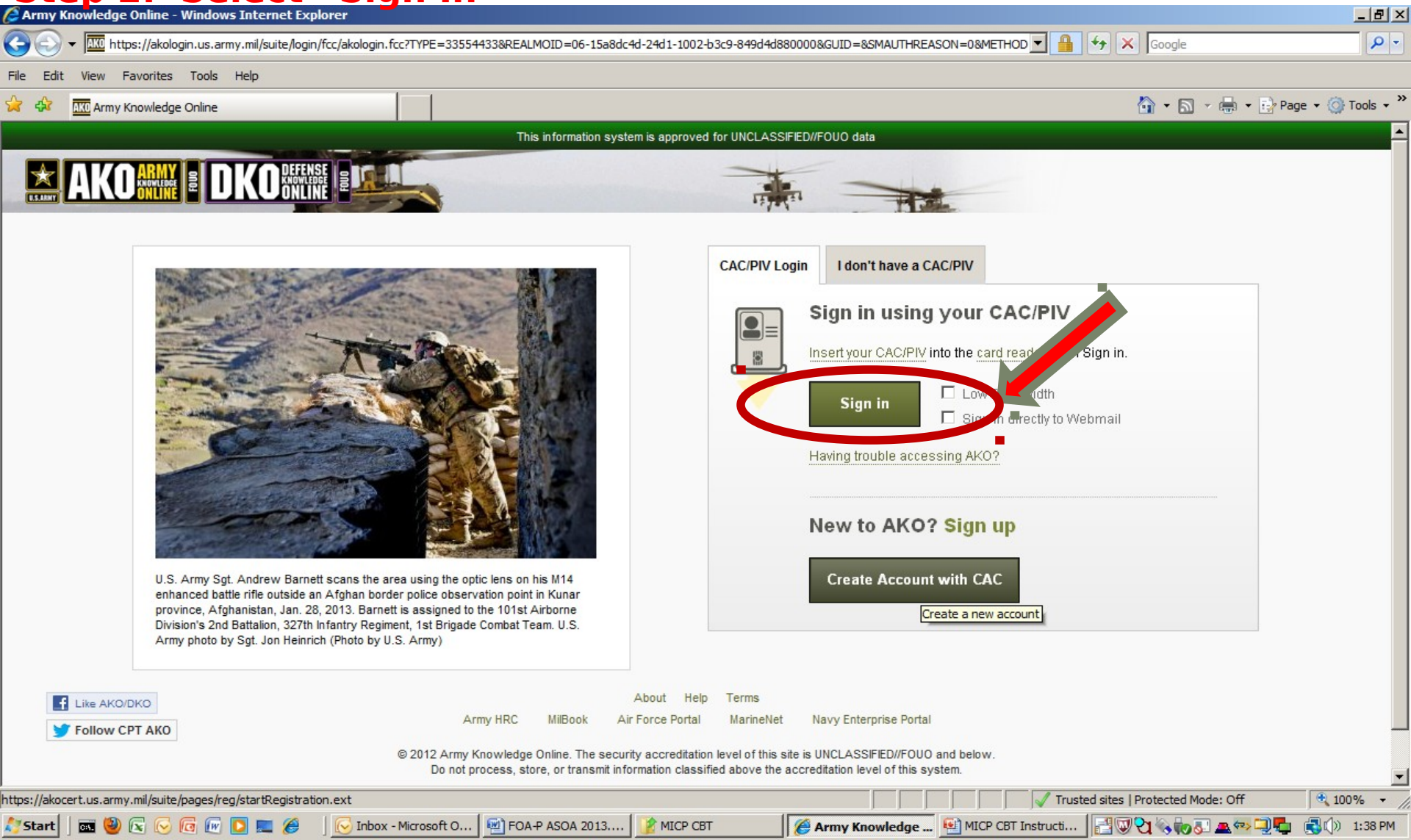
Step 2: Select "Sign In"



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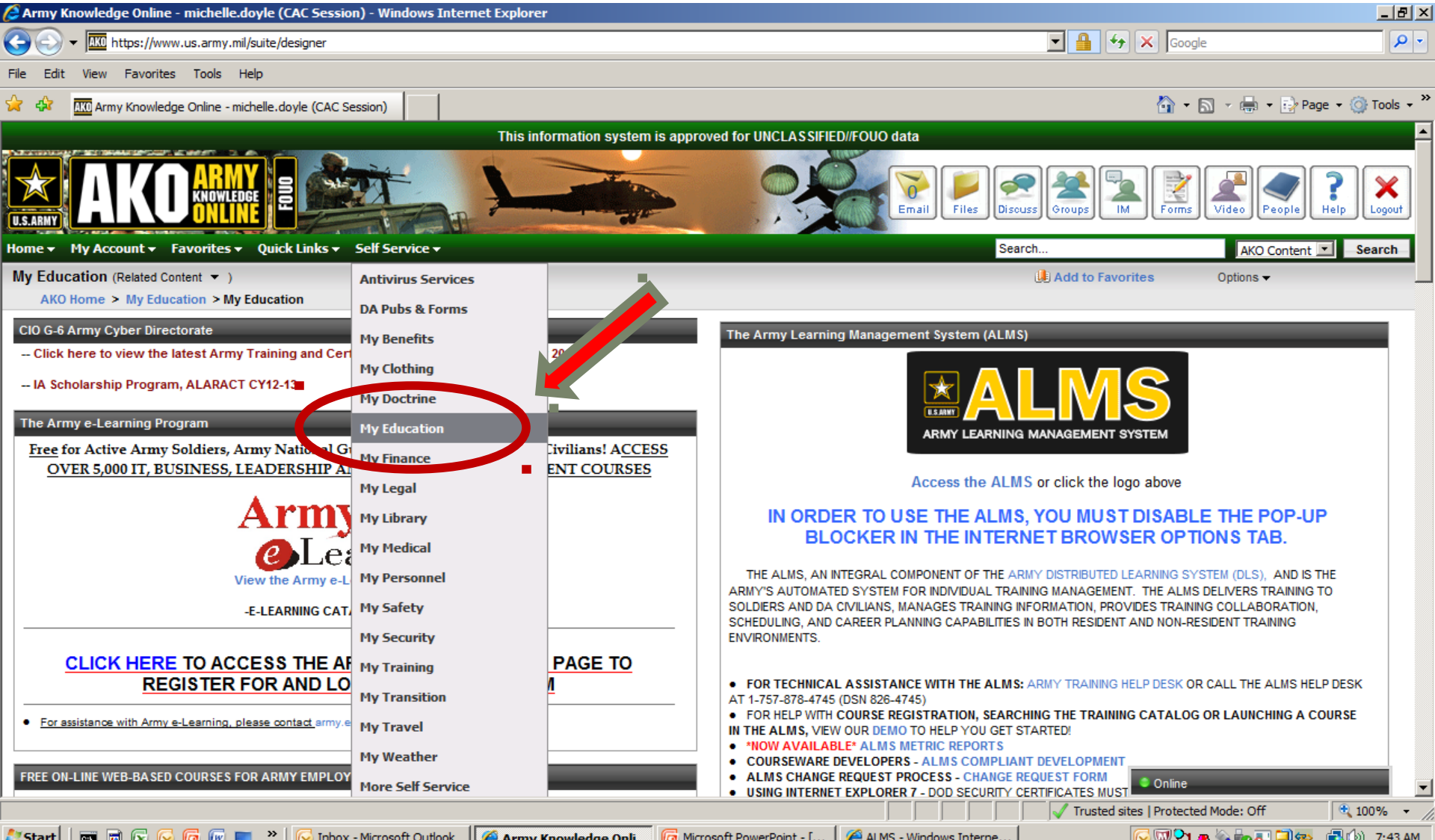
Step 3: Select from the "Self Service" drop down menu, "My



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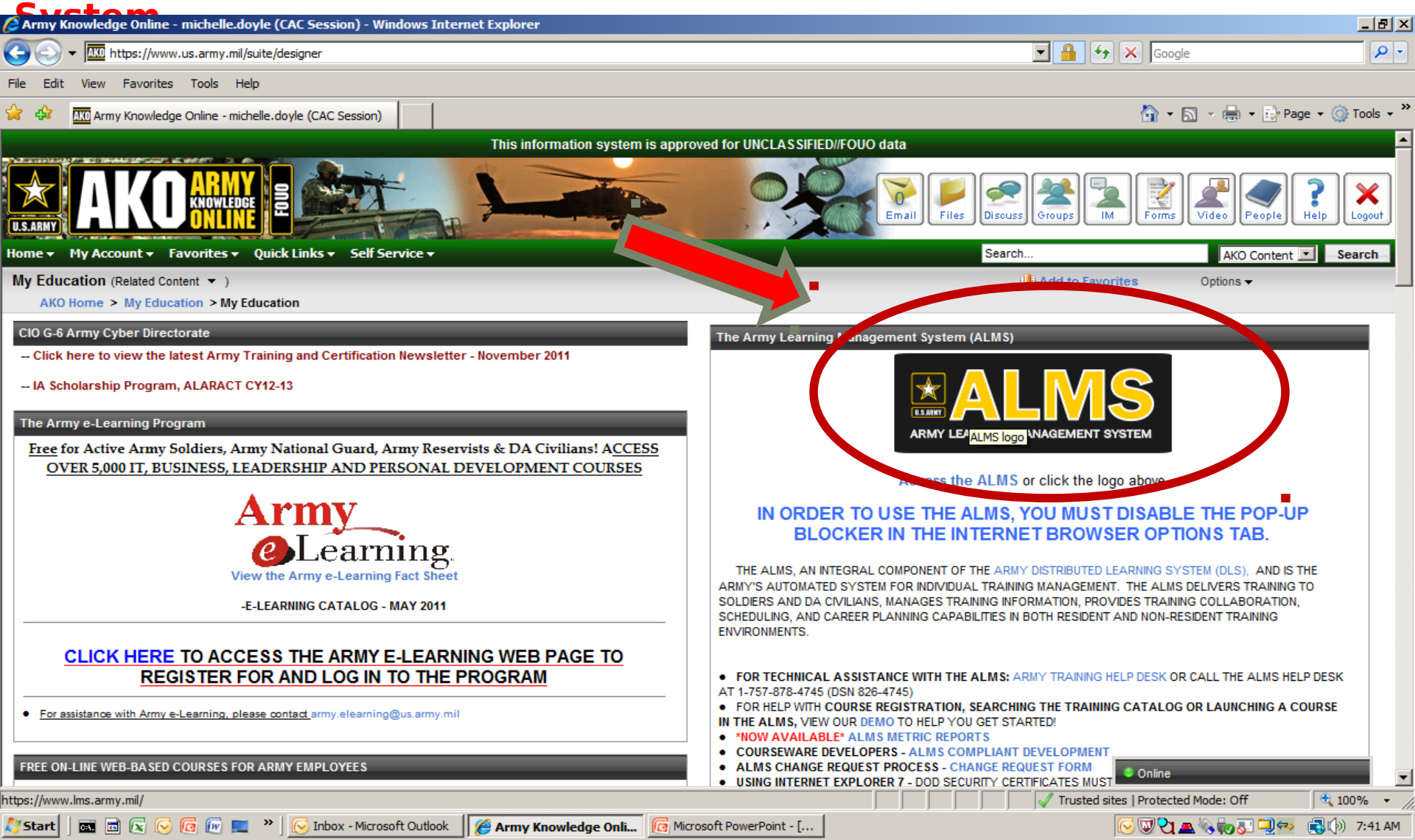
Step 4: Select "ALMS", Army Learning Management System



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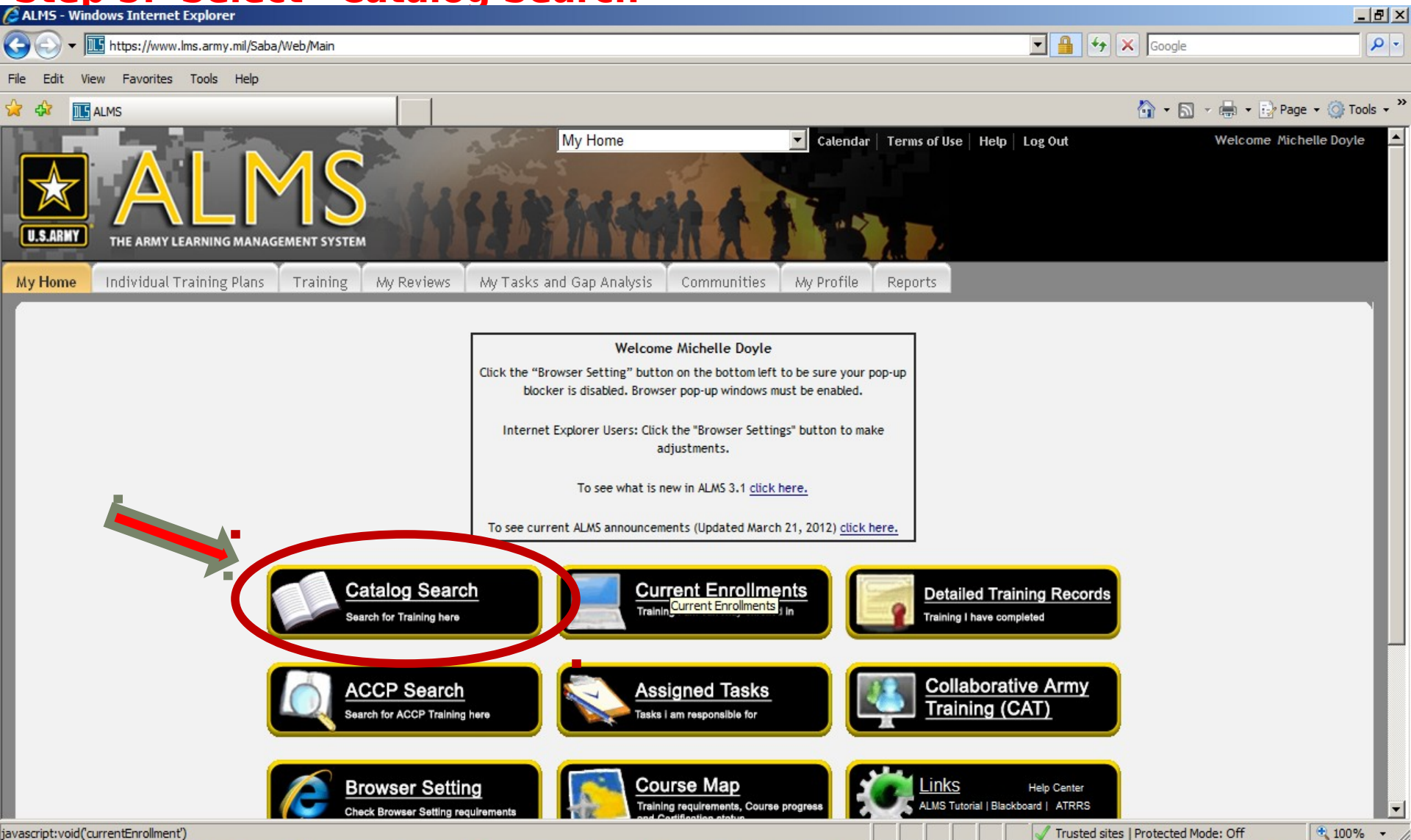
Step 5: Select "Catalog Search"



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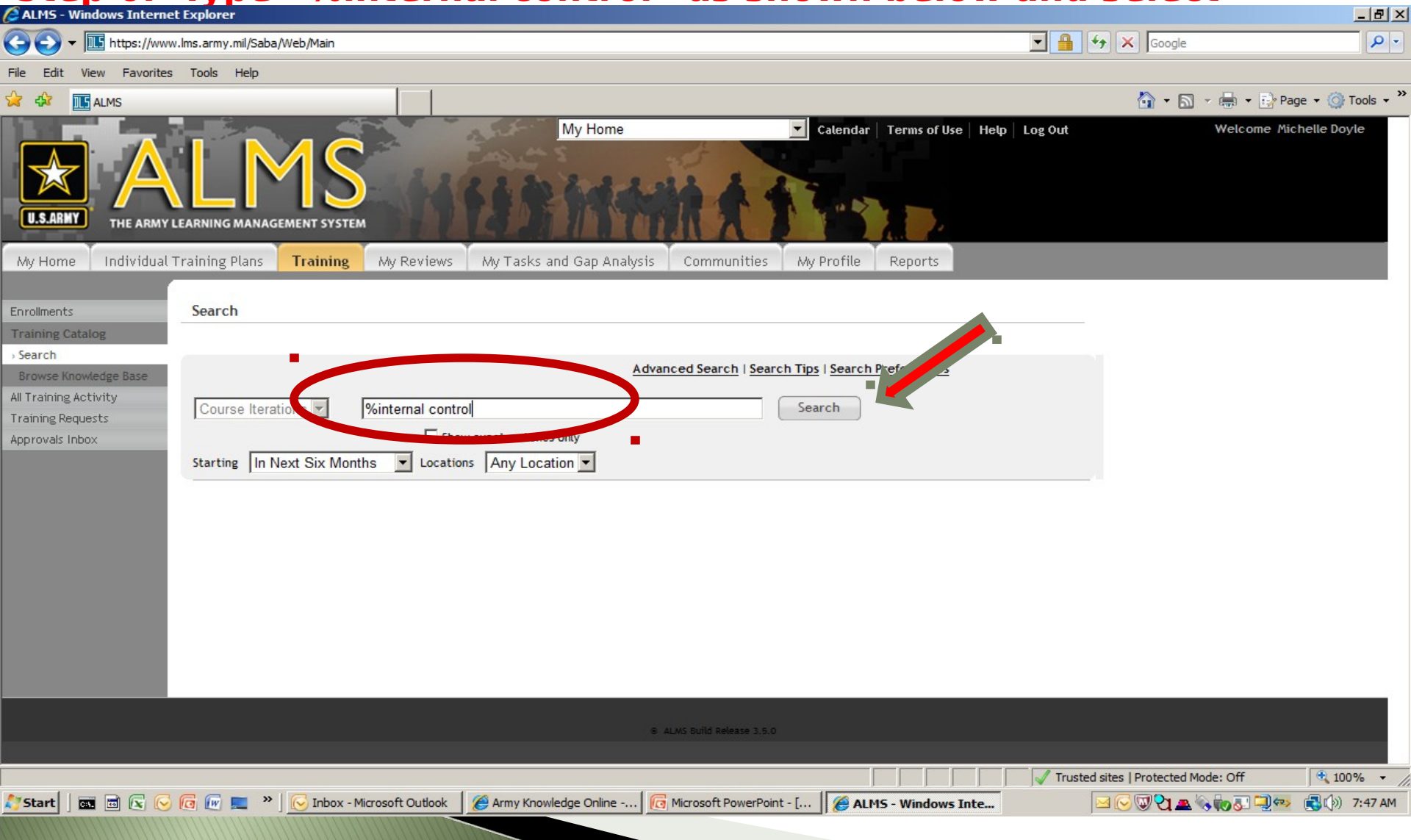
Step 6: Type "%internal control" as shown below and select



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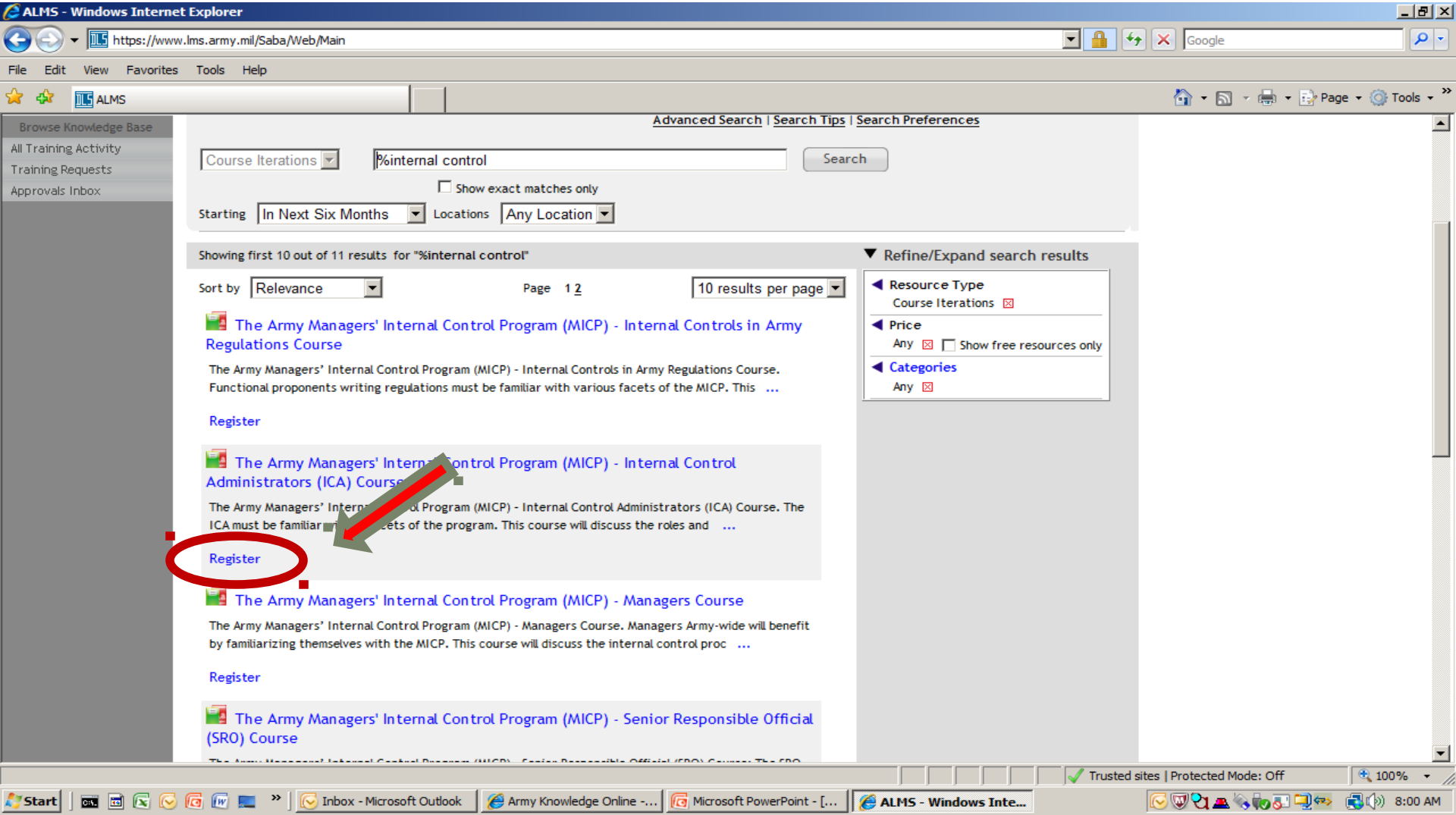
Step 7: ALMS displays the 6 MICP courses. Select "Register" for the course that you wish to enroll



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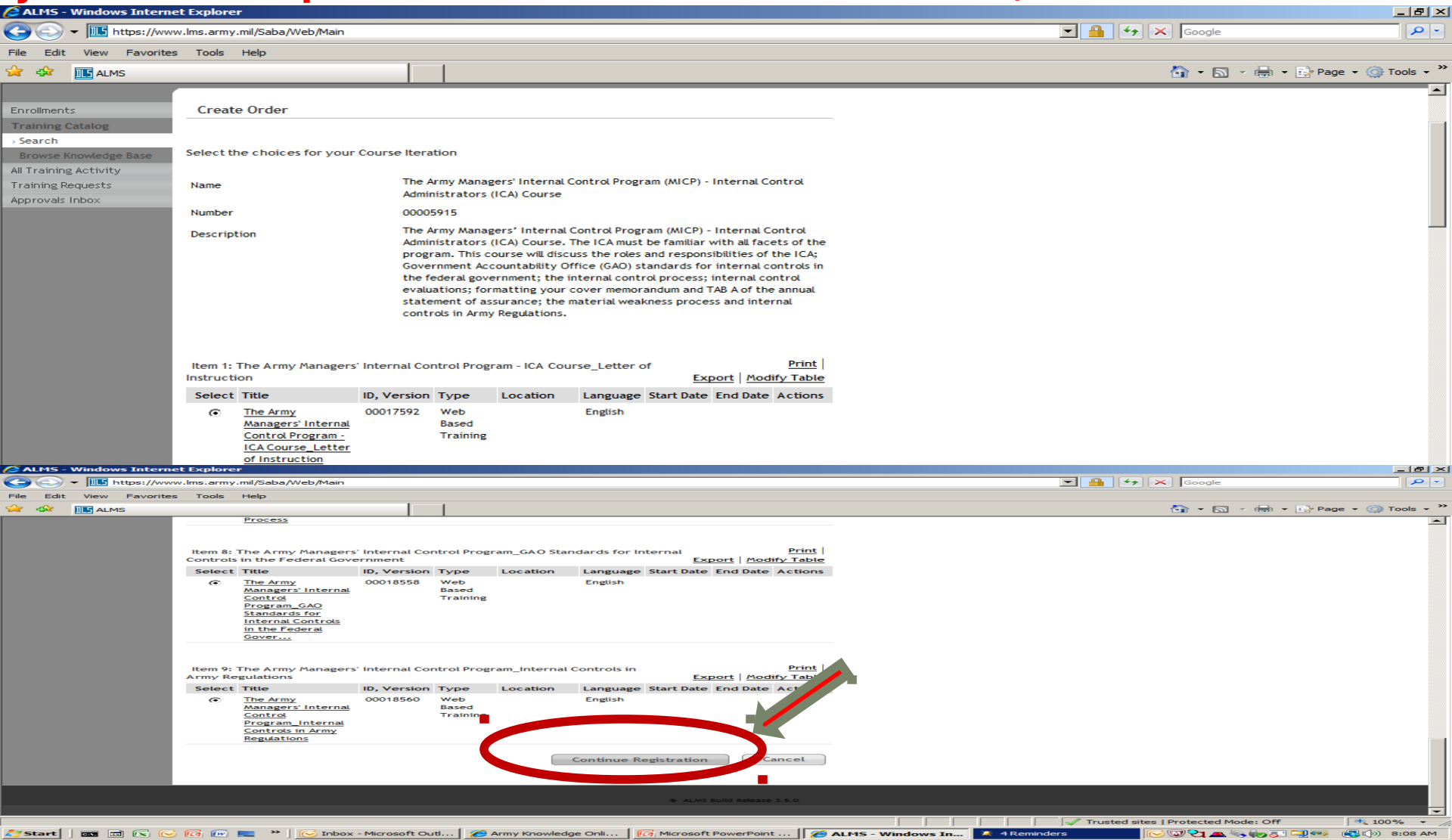
Step 8: Create Order – here you will see a list of the modules that you must complete. At the bottom of the screen, select "Continue



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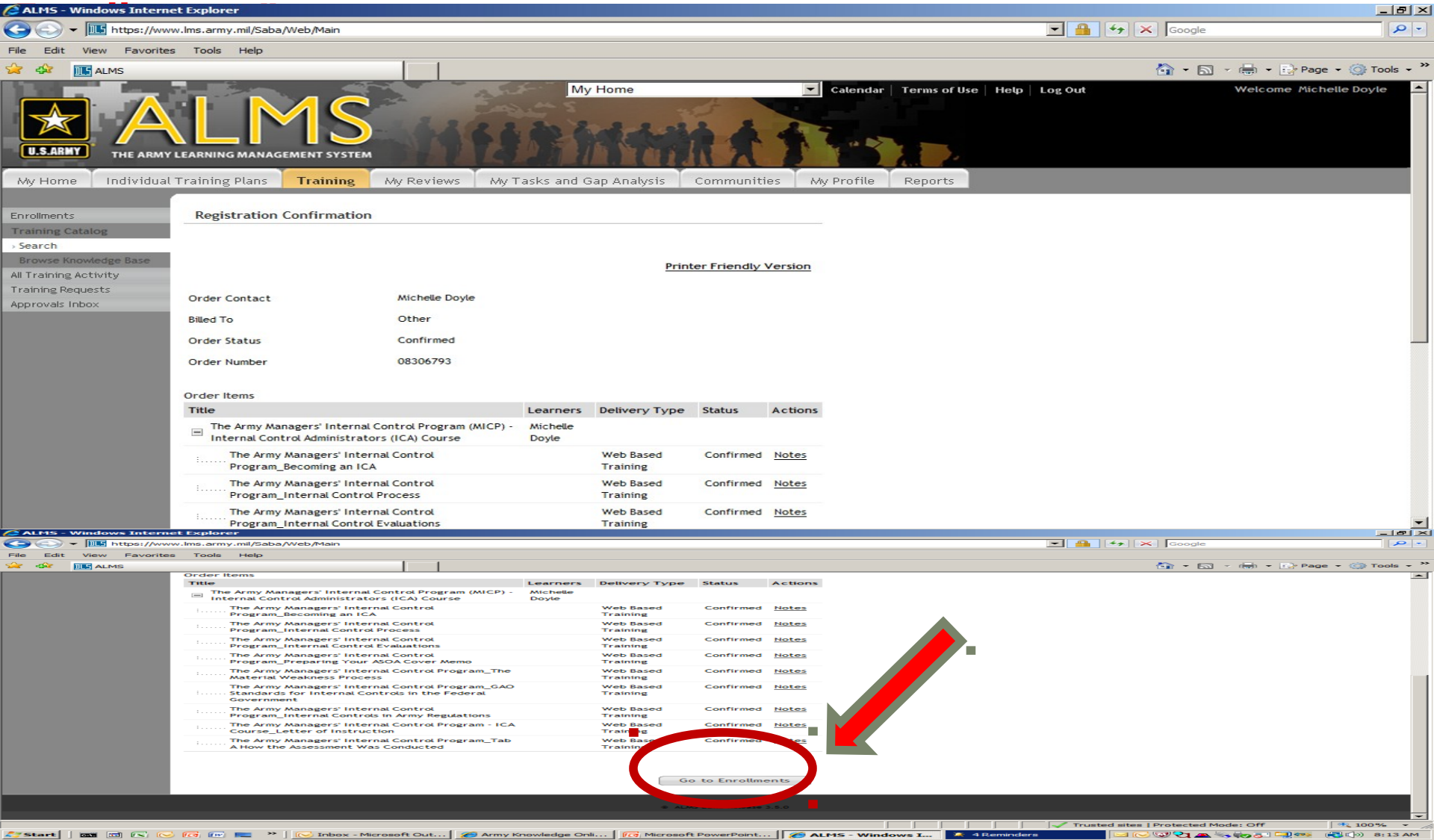
Step 9: Registration Confirmation - Select “Go to



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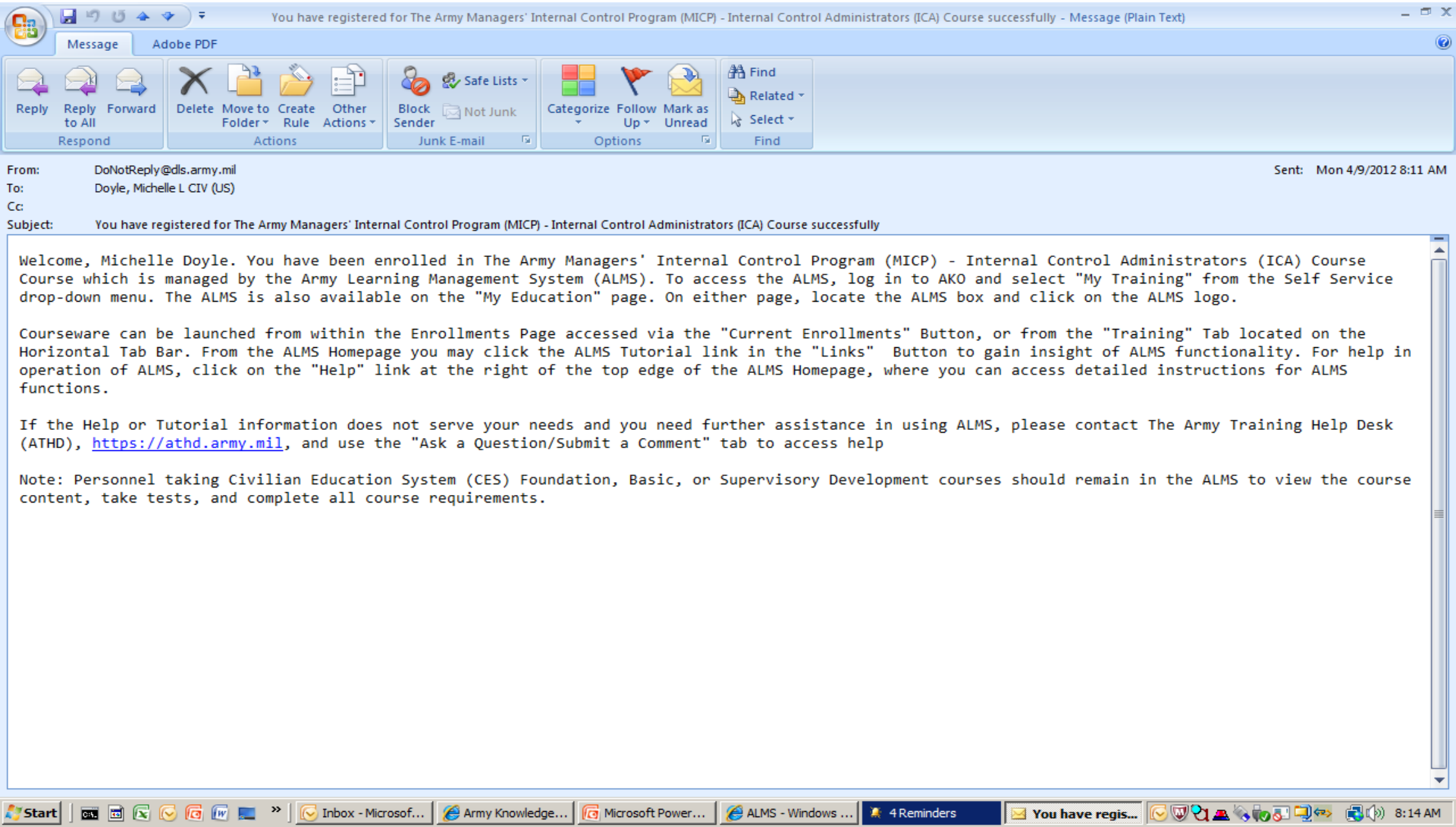
Step 10: Email Confirmation: You will receive an email confirming your registration (sample email is below).



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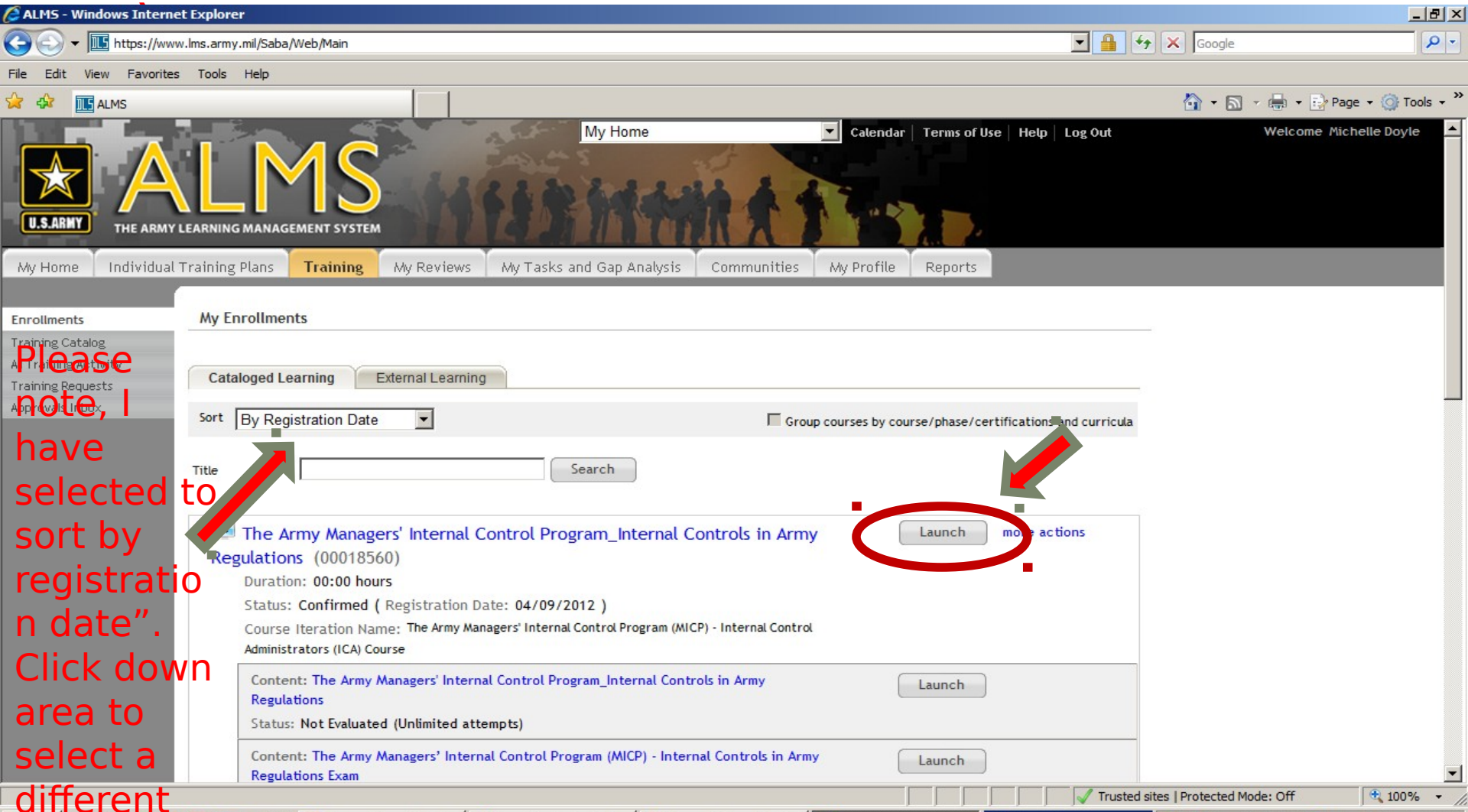
Step 11: "My Enrollments" – Select "Launch" (please note, some courses contain more than one module – you must complete all modules, to include the Letter of Instruction, in order to acquire a completion record for the



Please note, I have selected to sort by registration date". Click down area to select a different

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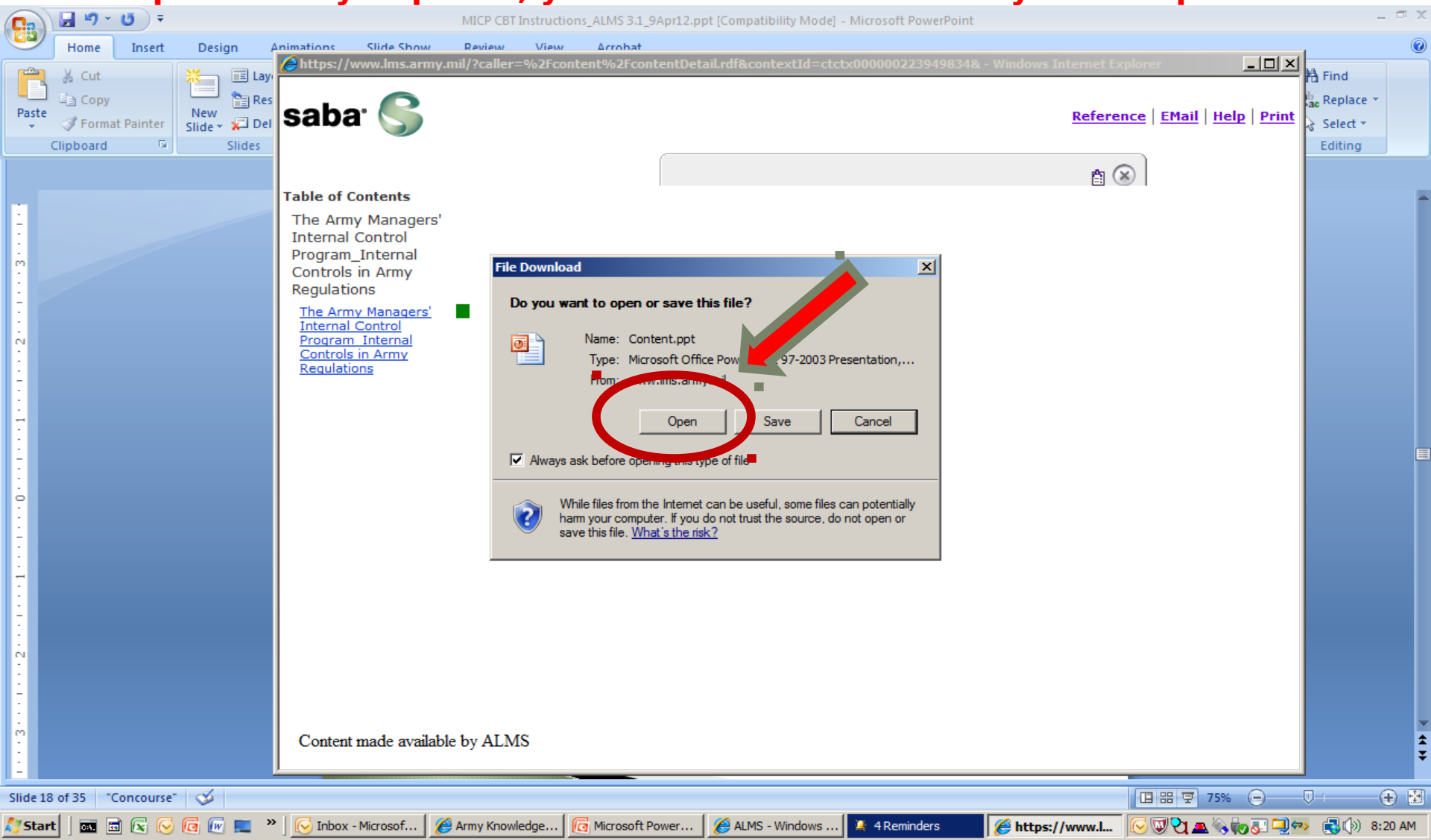
Step 12: After selecting "Launch", the dialogue box below will appear. Click "open" or if you prefer, you can "save" the file to your computer.



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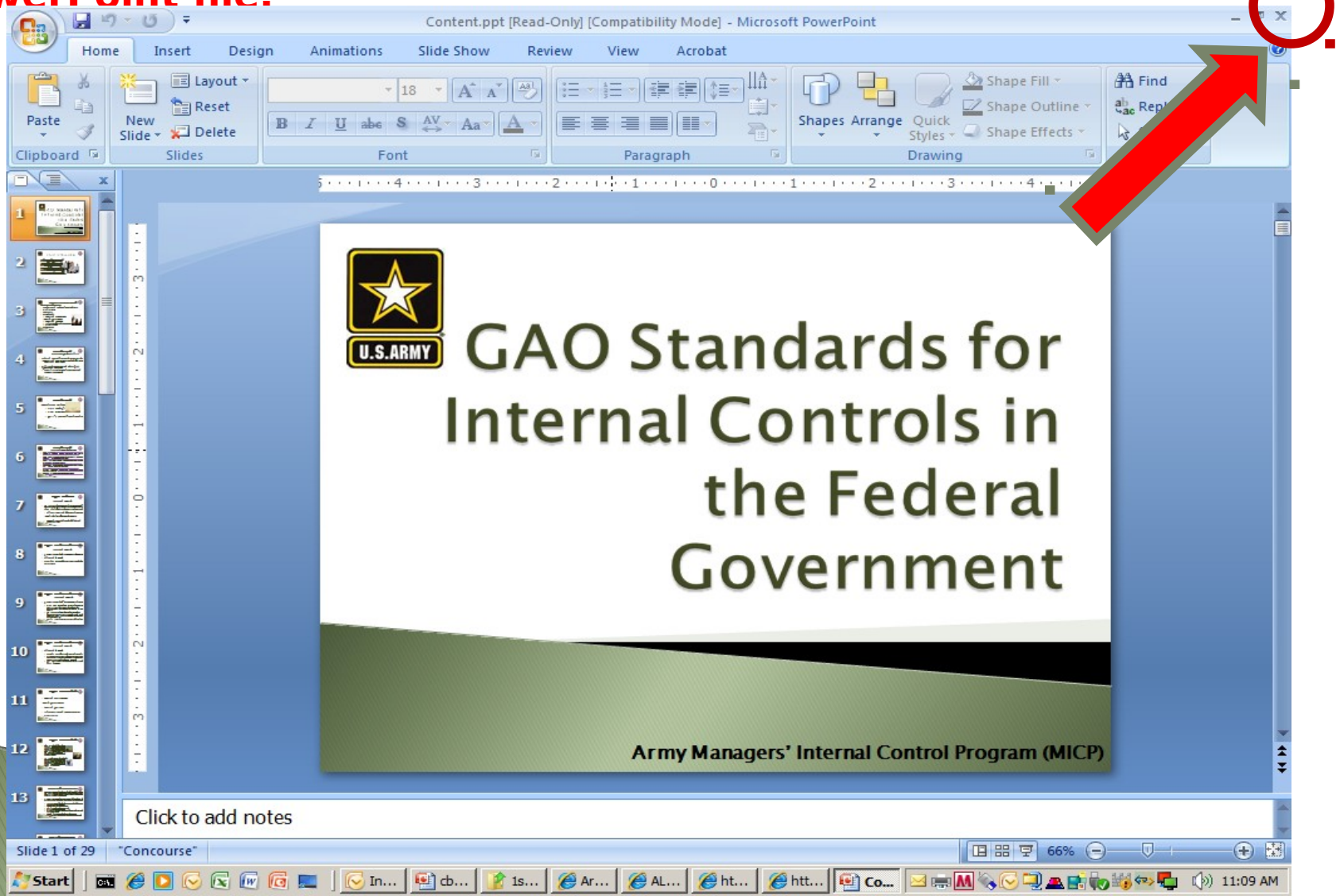
Step 13: Review course material. When finished, close MS PowerPoint file.



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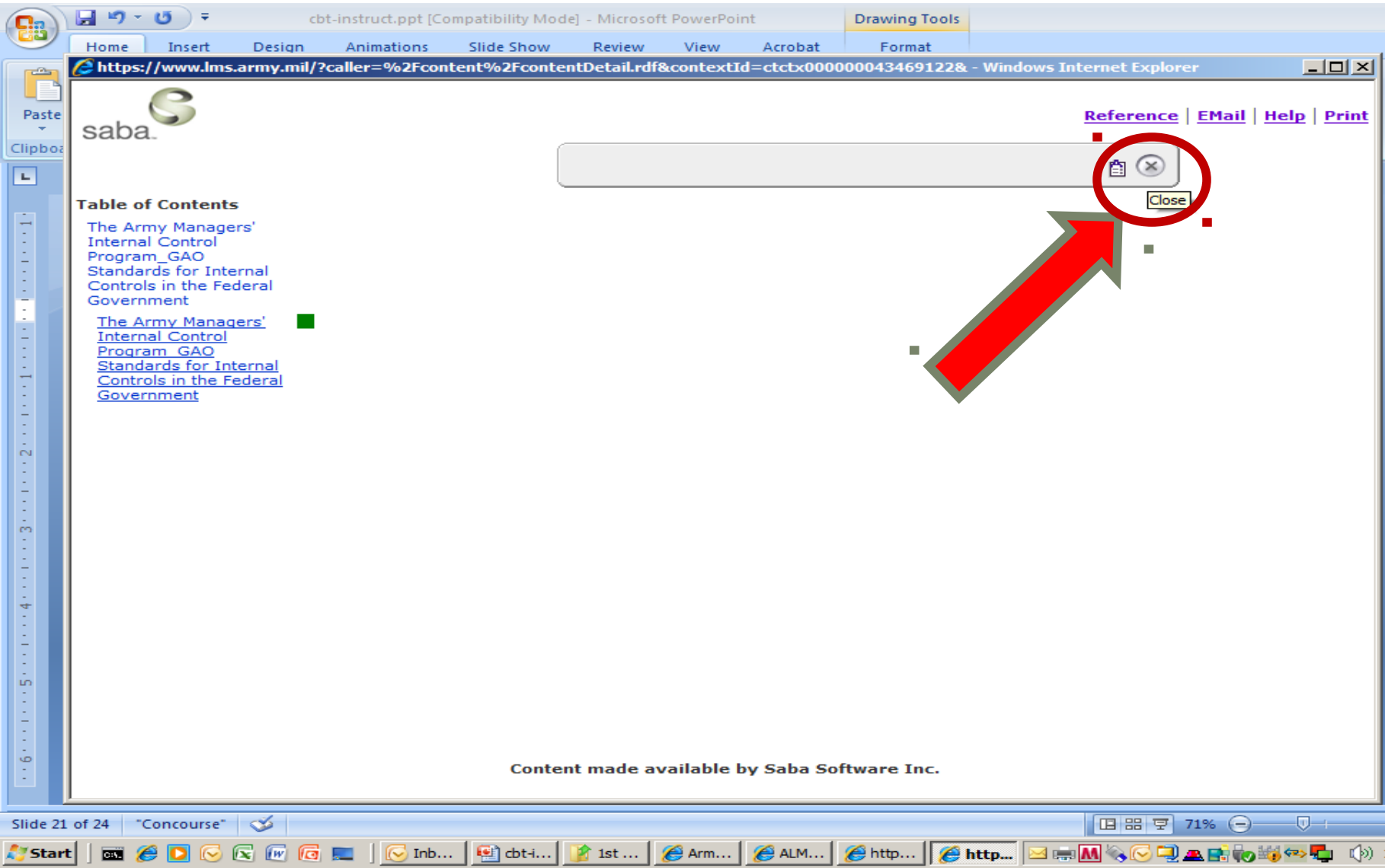
Step 14: Close window by clicking “x”.



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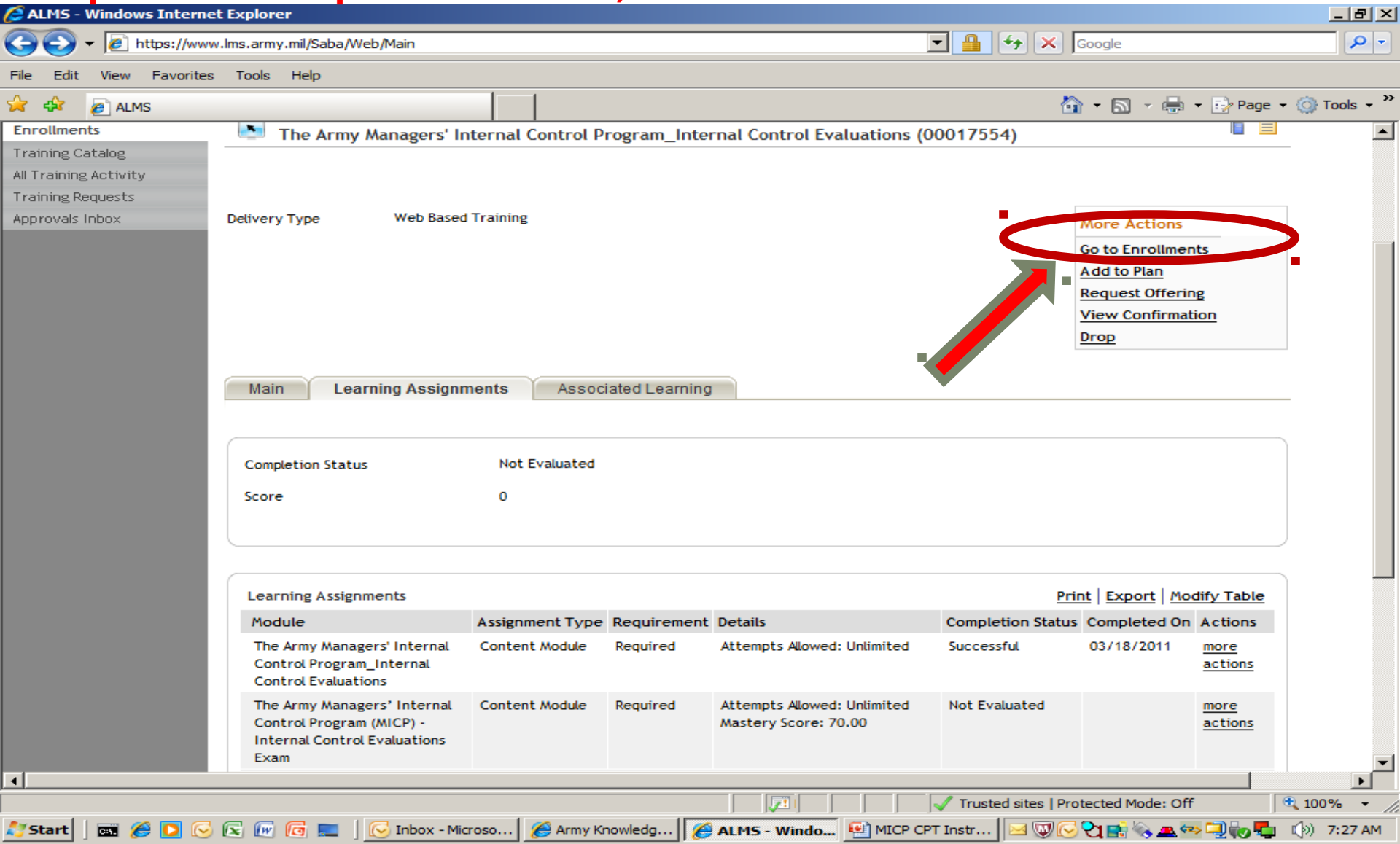
Step 15: To complete the Exam, click on “Go to Enrollments”.



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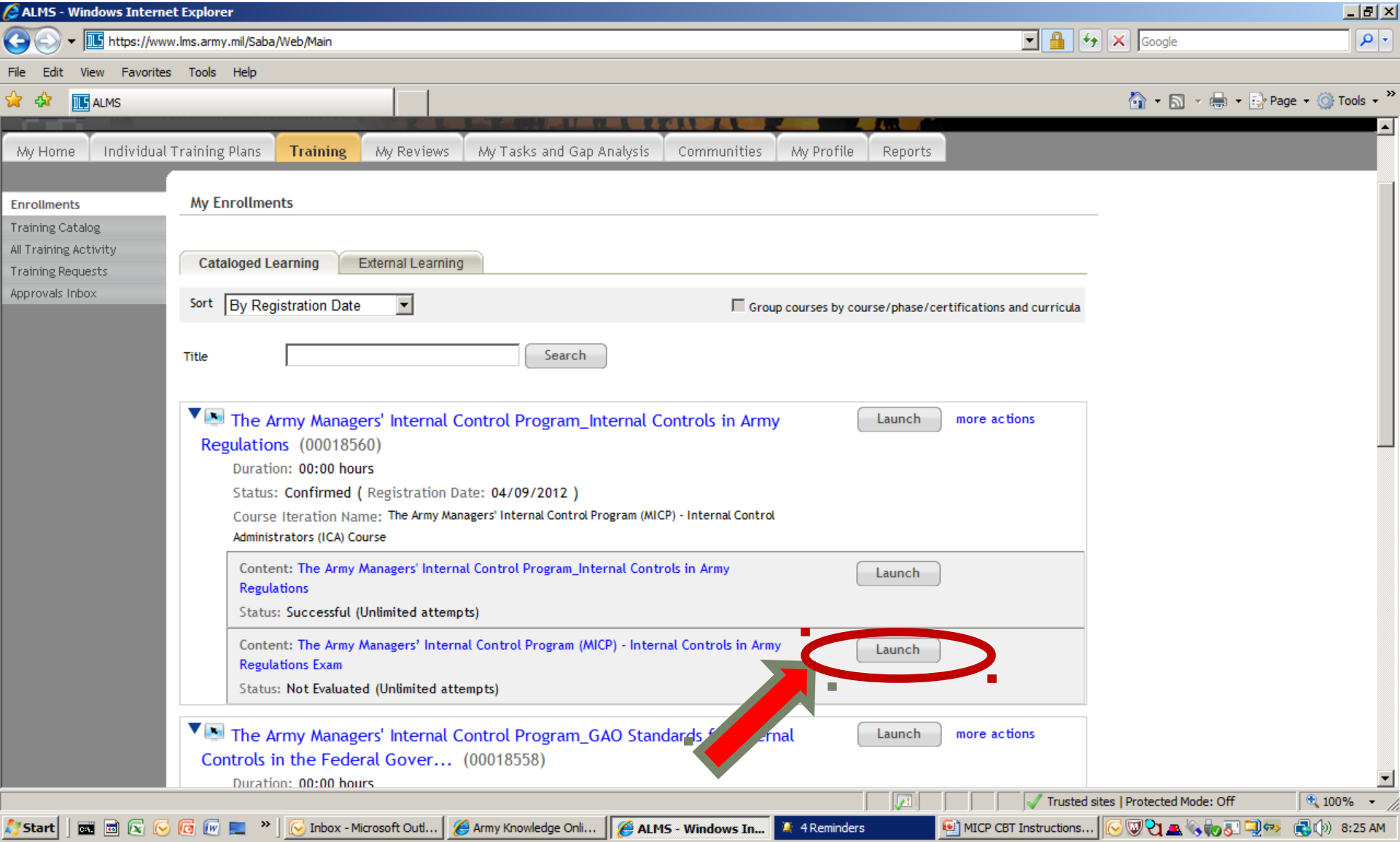
Step 16: To continue with Exam, click on “Launch”.



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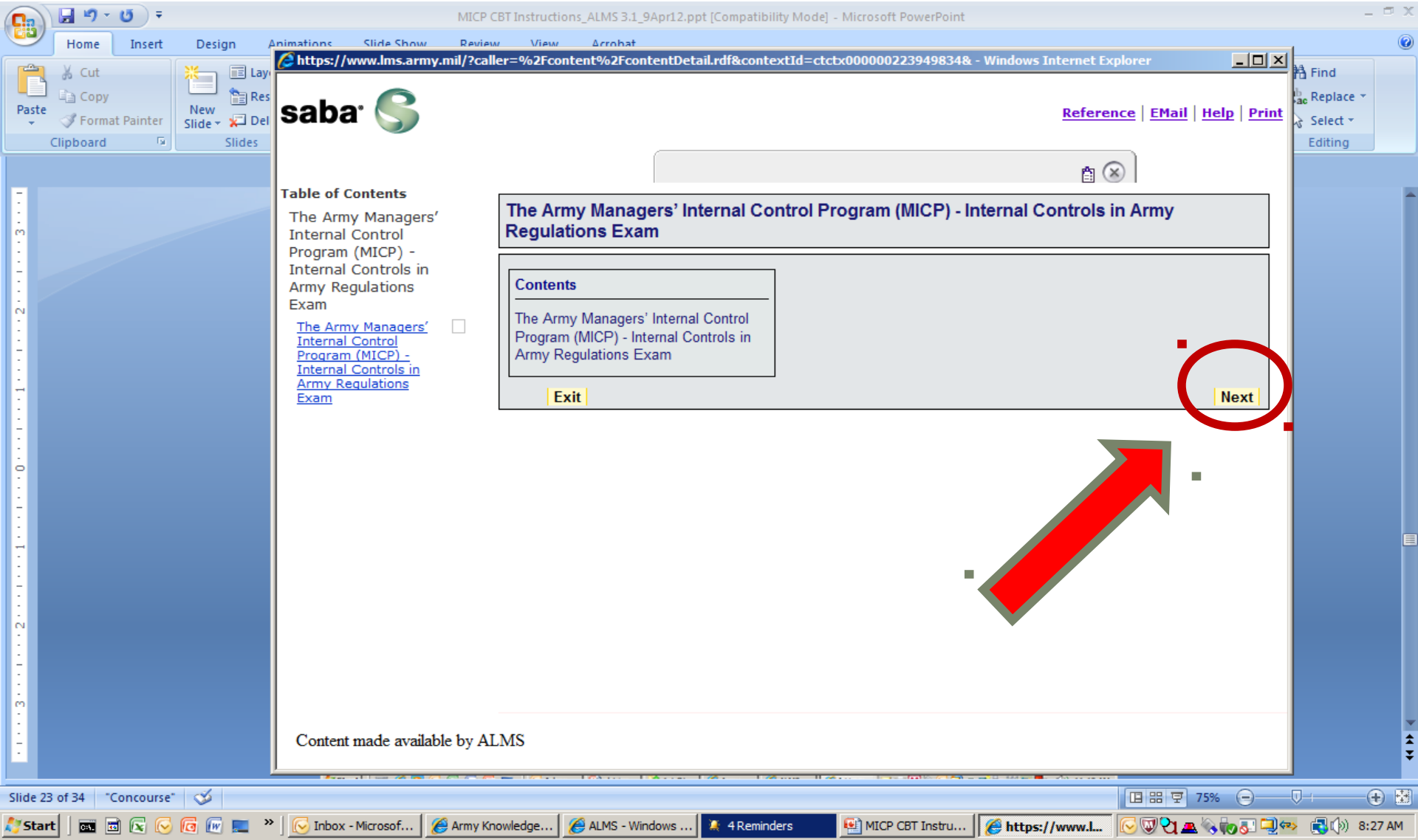
Step 17: To continue with Exam, click on “Next”.



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Step 18: Complete the Exam – when finished, click on "Submit".

The Army Managers' Internal Control Program (MICP) - {Title of Training Course} Exam

The exam consists of a series of multiple choice questions. When done, click on "Submit".

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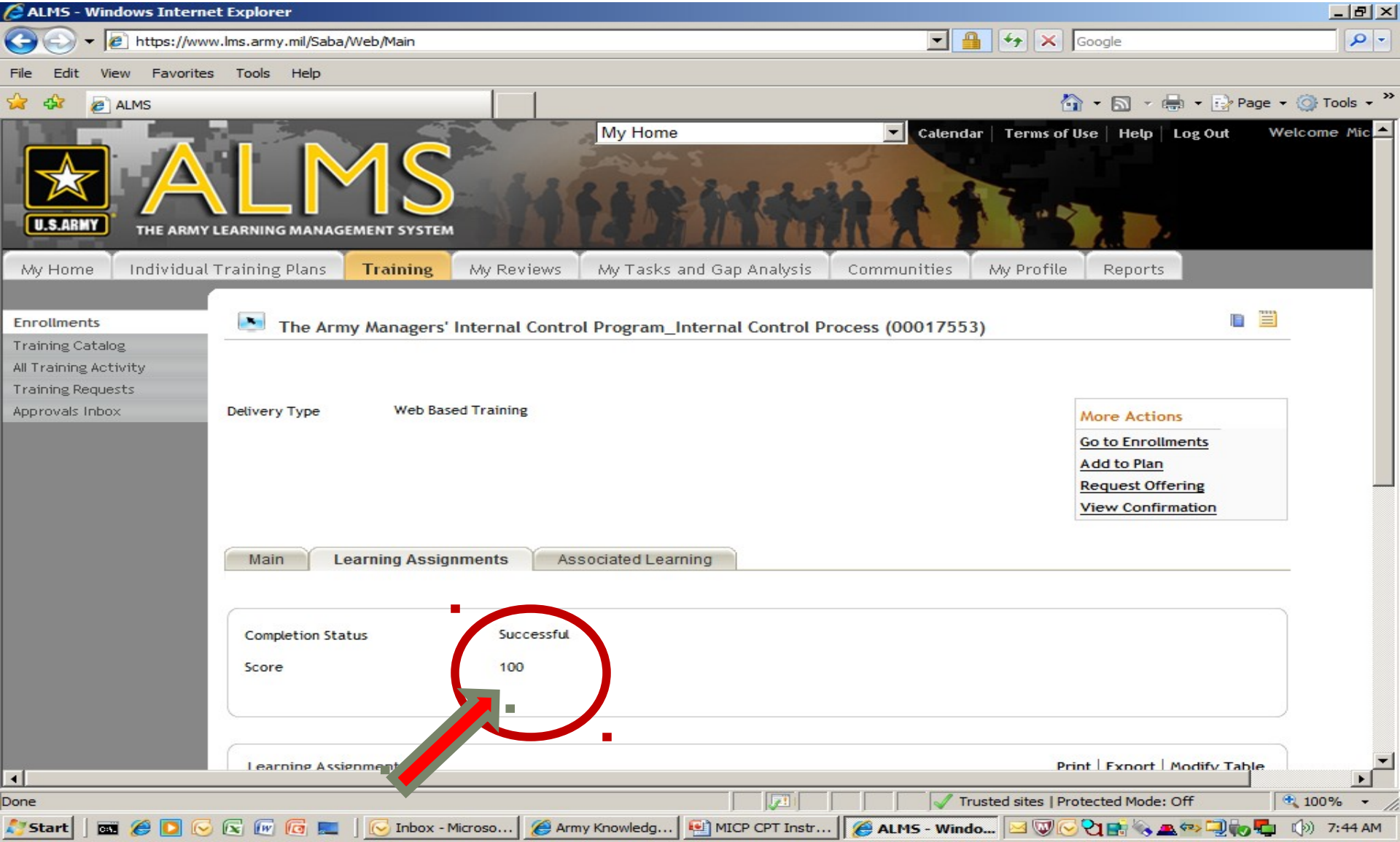
Step 19: Exam score is shown below.



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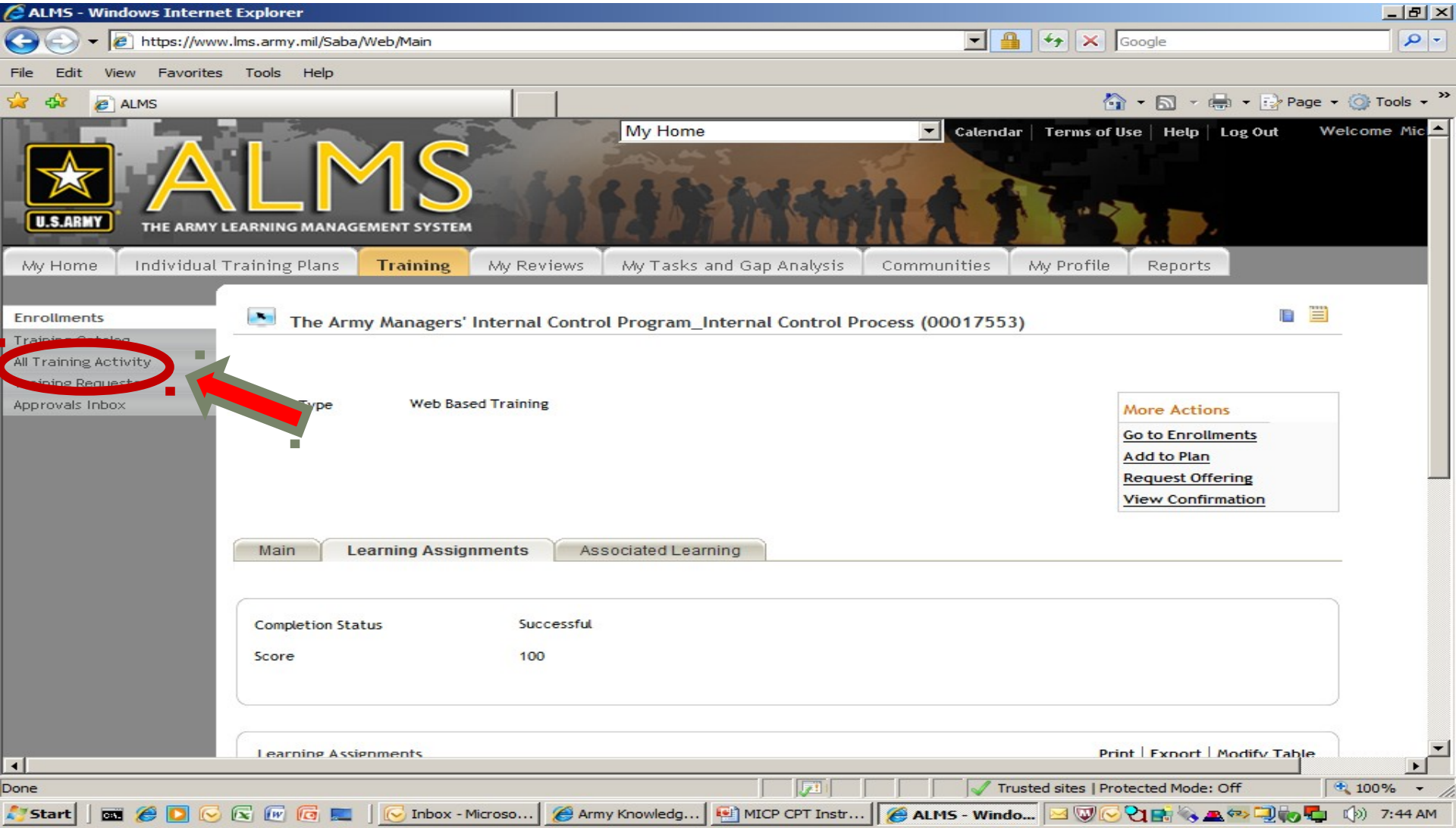
Step 20: Certificate of completion may be printed by selecting "All Training Activity".



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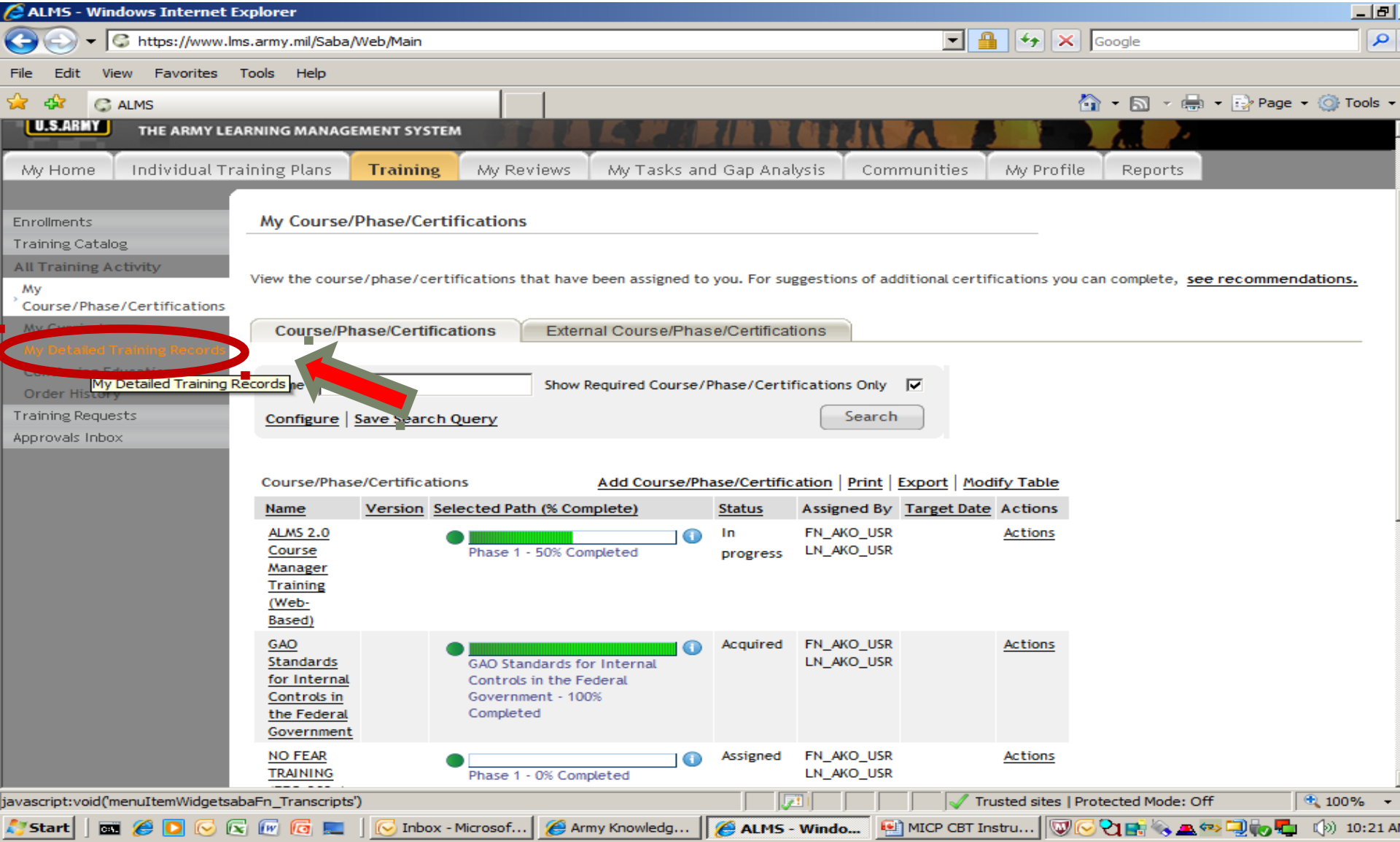
Step 21: Click on "My Detailed Training Records".



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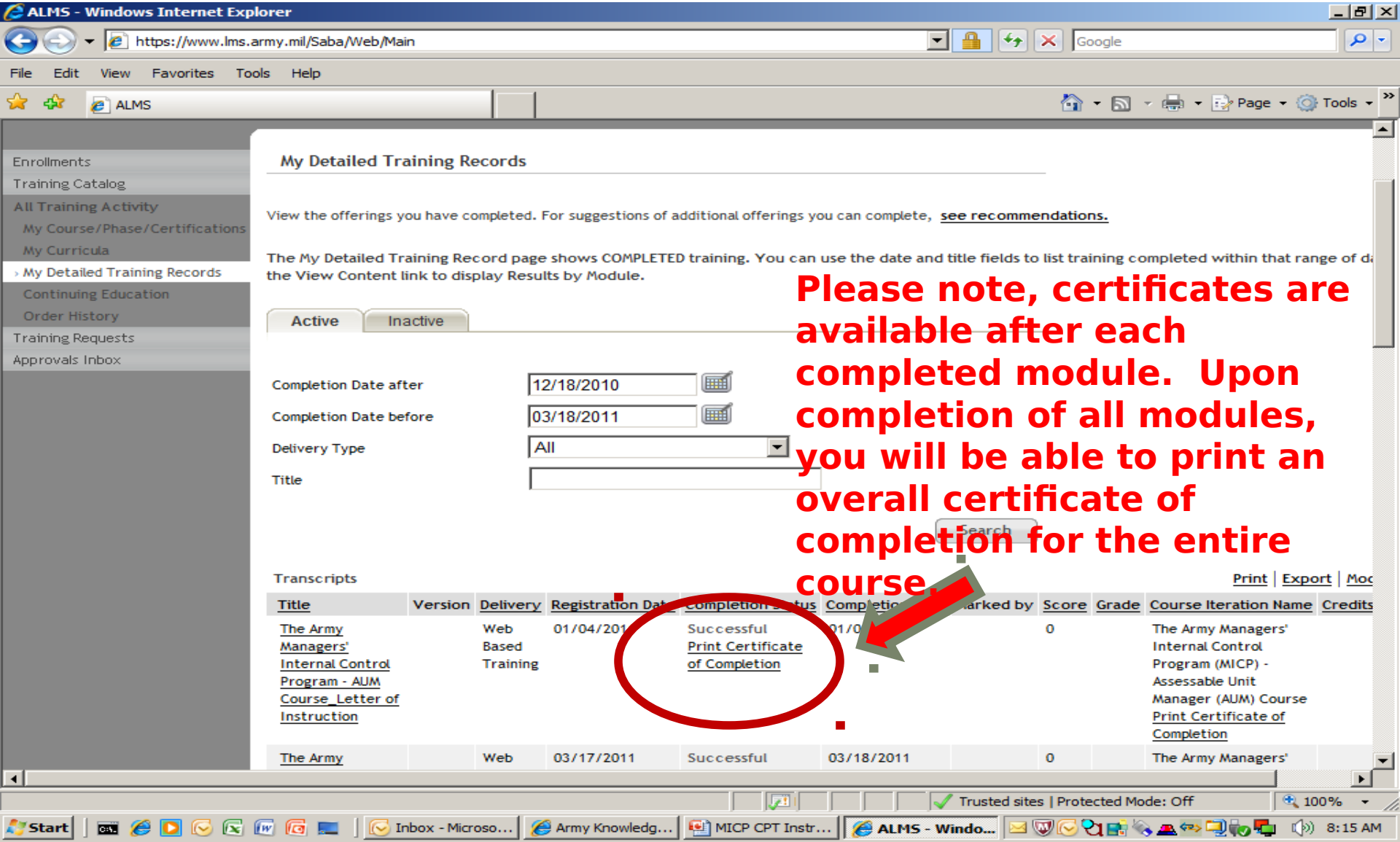
Step 22: Click on "Print Certificate of Completion".



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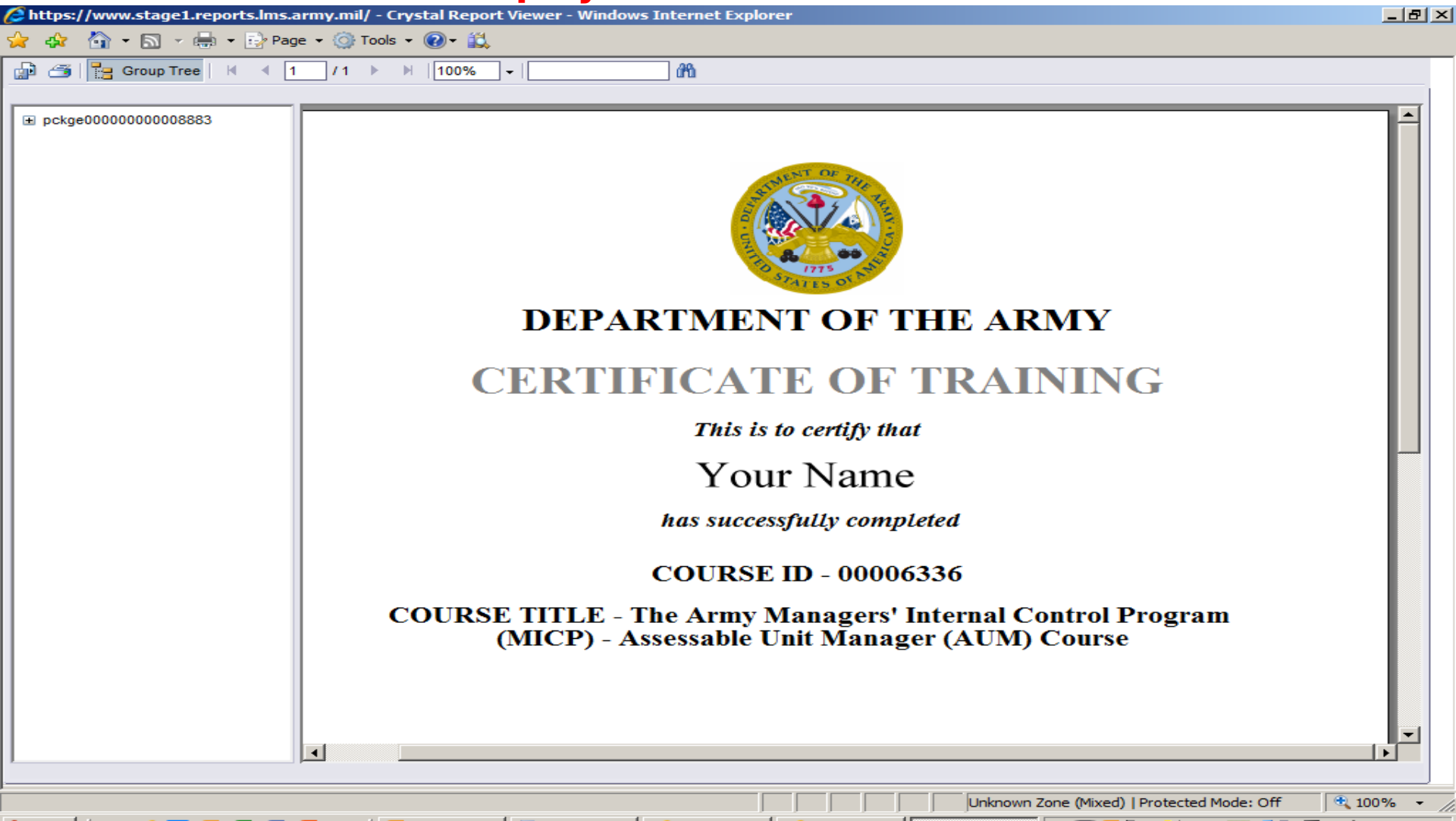
Step 23: A separate window will open and your certificate will be displayed.



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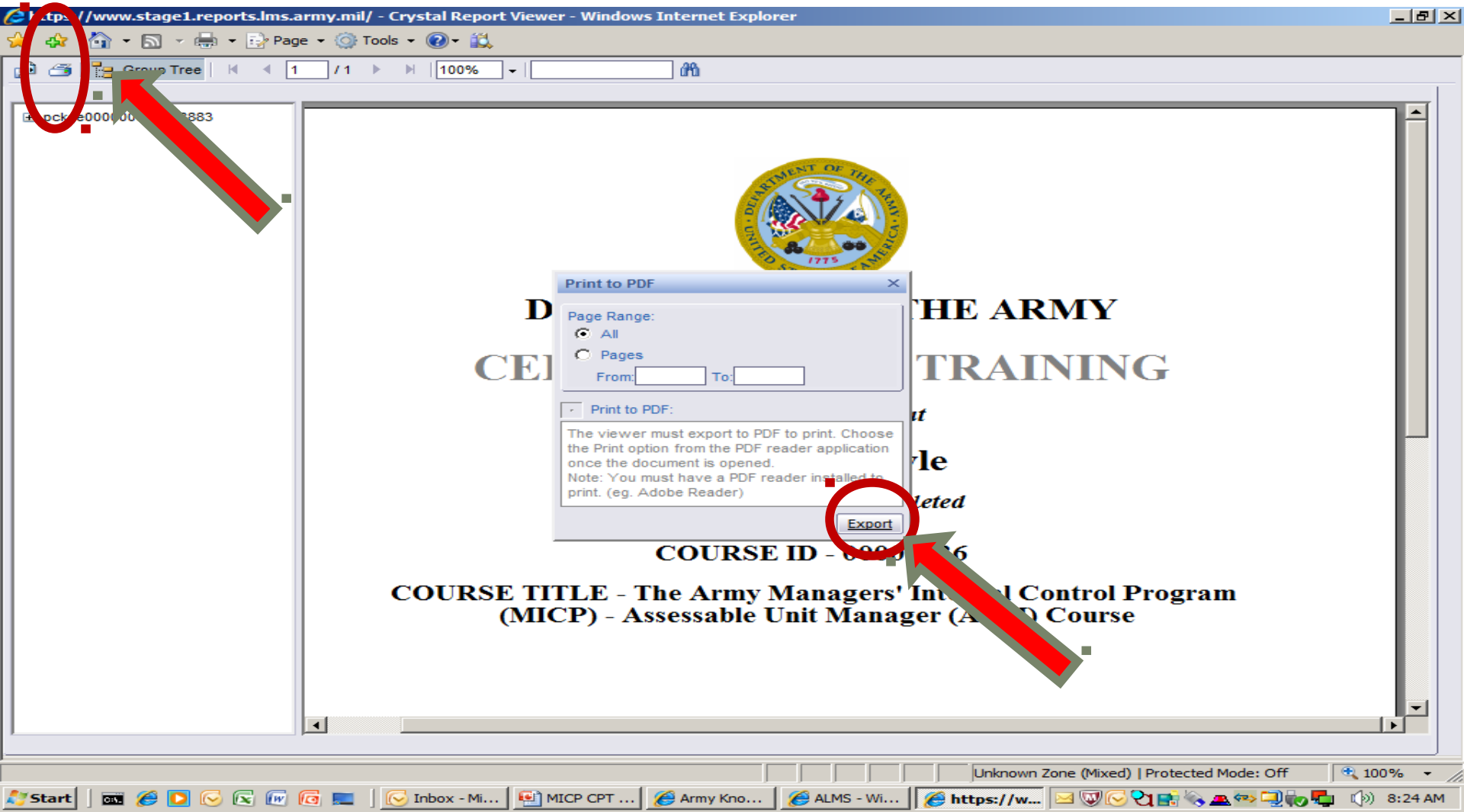
Step 24: After clicking "Print", a "Print to PDF" dialogue box appears. Click "Export".



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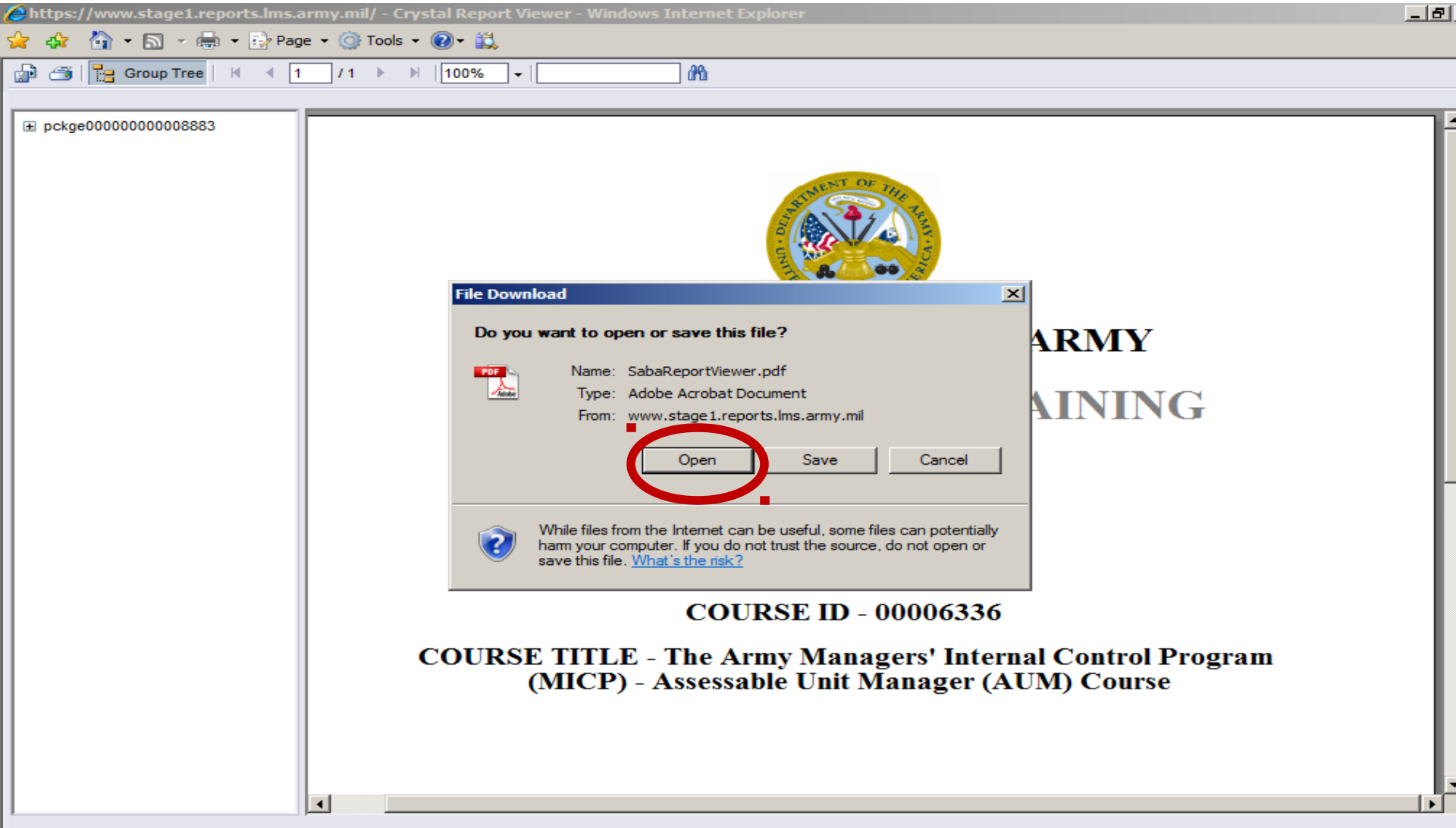
Step 25: Click “Open”.



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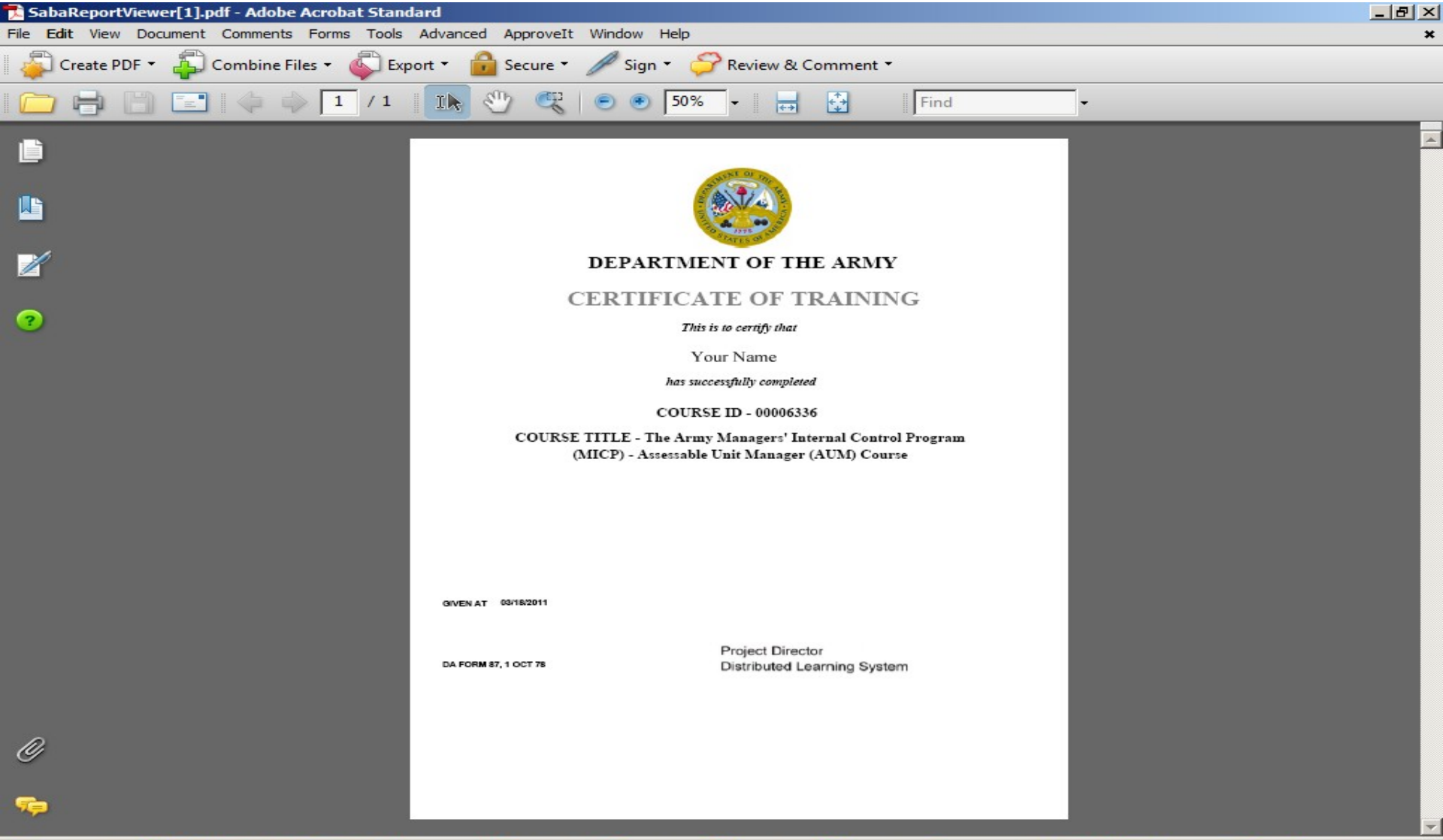
Step 26: Print certificate.



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Army Training Help Desk (ATHD)

If you have questions or problems with ALMS, please submit an electronic ticket":

https://athd.army.mil or click the "Help Center link" click the "Ask a question/submit a comment" tab and complete the electronic form. For the Category drop-down, you should choose "Army Learning Management System (ALMS)."

ALMS Helpdesk:
757-878-4745
DSN 826-4745

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The MICP Staff can be reached at:

usarmy.pentagon.hqda-asa-fm.mbx.army-mngrs-internal-cntl-prog@mail.mil